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## **Personnel & Readiness Information Management**

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# **Office of the Secretary of Defense (OSD) Manpower Initiative Working Group Meeting**

**July 26, 2012**



# Meeting Goal and Objectives

## **Goal:**

To provide an update  
on the OSD  
Manpower System  
(OMS)

## **Objectives:**

- Review the governance structure, accomplishments and current status
- Review data migration process and implementation schedule
- Describe the various roles and permissions in OMS
- Explain the responsibilities of Organization Administrators and OMS User Access Requirements
- Present an OMS demonstration
- Discuss contractor, personnel, and manning data
- Discuss next steps



# OSD Manpower Initiative Governance Structure

- ▶ The OSD Manpower Initiative's three-tiered governance structure includes an Executive Council, an Action Group, and this Working Group
- ▶ The Executive Council was chartered by the Acting Under Secretary of Defense for Personnel and Readiness(USD(P&R)), the Director, Joint Staff, and the Director for Administration and Management (DA&M) in March 2012
  - A June 2012 kick-off meeting showed strong support for OMS at the leadership level
- ▶ The Action Group consists of key P&R offices, the Joint Staff, and the Office of the Director for Administration and Management (ODA&M); it manages the day-to-day implementation of OMS
  - The Action Group has convened four times to date, and will meet again in August
- ▶ The Working Group coordinates the identification and migration of force structure and person information into OMS





# OSD Manpower Initiative Accomplishments

- ▶ Personnel & Readiness Information Management (P&R IM) has conducted twenty “one-on-one” meetings with OSD, the Department of Defense (DoD) Inspector General (IG), and the non-intelligence Defense Agencies and DoD Field Activities (“4th Estate”)
  - Answered questions and obtained agreement on the approach for updating and mapping force structure data for each organization
- ▶ Joint Staff J-1 stood up an unclassified instance of OMS on a Defense Information System Agency (DISA) Defense Enterprise Computing Centers (DECC)
- ▶ OMS is now Common Access Card (CAC)-enabled
- ▶ OMS has been migrated to an environment that will allow DoD Education Activity (DoDEA) and National Defense University (NDU) to access the system with .edu addresses
- ▶ OMS manpower file formats for initial loading into OMS have been established (See Handout #1)



# OSD Manpower Initiative Current Status

- ▶ The full set of manpower table and field attributes for required manpower management and reporting have been identified
  - Gaps between what is required and each organization's data will be identified
- ▶ Joint Staff J-1 submitted the Privacy Impact Assessment (PIA) and Interim Authority to Operate (IATO) for review and signatures
- ▶ A Directive-Type Memorandum (DTM) mandating the use of OMS is in formal external coordination
- ▶ P&R IM requested OSD and 4<sup>th</sup> Estate organizations provide Program Element Code (PEC) information required for creating positions in OMS



# Data Migration Process

- ▶ Data mapping will include hierarchical organization and position relationships, Global Force Management Data Initiative (GFM DI) unique identifiers, and data attributes\*
- ▶ Data will also be updated to comply with GFM DI naming standards
  - Data names are spelled out (e.g., position titles, organization names, etc.)
  - Organizations will validate their data before it is loaded into OMS
- ▶ The following steps outline the process for transitioning data into OMS:

Step	Action	Responsible Office
1	Map data	P&R IM
2	Standardize organization and position names, and generate short names	P&R IM
3	Populate Unit Size Codes	P&R IM
4	Populate Is-Led-By Links	P&R IM
5	Validate the data	Org
6	Review data changes	P&R IM
7	Load data on production OMS Server	J-1
8	Conduct training	J-1
9	Validate force structure data load	Org

\* Organizations will need to ensure their Management Organization has the needed data.



# Updated OMS Implementation Schedule

- ▶ Mapping of organizations' data to OMS will begin once the IATO is signed
  - Anticipate a August 2012 start date

Task Name	Start Date
DeCA	August 2012
WHS	August 2012
DLSA/TRMC/OEA	September 2012
OSD	September 2012
TMA	September 2012
DFAS	October 2012
OIG	October 2012
DTRA	November 2012
DCMA	December 2012
DMA	December 2012
DLA	January 2013
DSCA	January 2013

Task Name	Start Date
DARPA	February 2013
DTSA	February 2013
DTIC	March 2013
DPMO	March 2013
PFPA	April 2013
DAU	April 2013
DHRA	April 2013
DSS	May 2013
MDA	May 2013
DCAA	May 2013
DISA	June 2013
DoDEA	June 2013



# OMS Roles and Permissions

- ▶ Each organization may have multiple OMS users
  - **Each user may be assigned multiple roles**
  - In addition, each role may have multiple permissions assigned to it
- ▶ Roles serve to link users with permissions
  - Examples of roles in OMS include “Administrator,” “Position Manager,” and “Workforce Manager”
- ▶ Permissions ultimately control:
  - What data a user can and can't access in OMS
  - What actions the user is allowed to take on the data he or she can access
- ▶ Permissions vary in each respective component of OMS:
  - Security Tree (organization data)
  - Manpower (position data)
  - Workforce (manning data)
- ▶ Examples of permissions in OMS include “Manpower View Only,” “Workforce Transfer,” and “Security Tree View Tree”





# OMS Roles

- ▶ The following are organization user roles associated with OMS:

Roles	Responsibilities
Administrator	A user with the authority to request changes to his/her organization's security tree/access rules, modify tree attributes, assign roles, and define what data/reports are seen/edited by internal users
Position View-Only User	A user who is only able to view position data, but cannot input or edit data. User can execute on-line reports. User allowed to generate queries
Position Manager	A user who drafts "Work in Progress" and "Proposes" changes to position data for approval by the Position Administrator
Position Administrator	A user who reviews changes to position data proposed by the Position Proposer and either "Approves" or "Disapproves" the change
Workforce View-Only User	A user who is only able to view workforce data, but cannot input or edit data. User can execute on-line reports. User allowed to generate queries
Workforce Manager	A user who can update or change data about a member of the organization's workforce
Workforce Administrator	A user who can add a new or returning member to the organization's workforce, or transfer a member between organizations



# OMS Permissions

- ▶ The following are OMS user permissions and associated capabilities:

Permission	Capability
View Security Tree	User may only view the details of the organization security tree
Modify Security Tree Descriptions	User may change details (name, office symbol, etc.) of existing security tree nodes attributes. User may not add or delete nodes
View Only	User may view components and pages, but may not edit any data. Permission may be restricted to either Manpower or Personnel, or both
Report Execution	User may execute existing reports through the on-line components. Permission may be restricted to Manpower or Personnel, or both
Query Execution	User may run existing queries and create ad-hoc queries. Permission may be restricted to Manpower or Personnel, or both
Create Manpower Change	User who drafts "Work in Progress" and "Proposes" changes to position data for approval by the Position Approver
Approve Manpower Change	User who reviews changes to position data proposed by the Position Proposer and "Approves" or "Disapproves" the change
Update Job and Workforce Data	User who can update or change data about a member of the organization's workforce
Workforce Gain	User who can add new or returning members to the organization's workforce
Workforce Transfer	A user who can schedule the transfer of a member from one organization to another



# Responsibilities of the Administrator

- ▶ Each management organization will need to identify a primary and an alternate Administrator to work with the OMS Support Team
  - A letter or email from your organization's director assigning your primary and alternate Administrators should be sent to the OMS Support Team
- ▶ The Administrator will ensure the organization's security tree and access rules are correctly reflected in OMS
  - The OMS security tree and access rules regulate access to your organization's data
  - Changes to your organization's security tree and access rules must be approved by the Administrator before being implemented by the OMS Support Team
- ▶ Additional responsibilities of the Administrator include:
  - Approving requests for changes to the organization's security tree and access rules, and forward them to the OMS Support Team for implementation
  - Assigning roles and permissions to their organizations' users
  - Ensuring user compliance with Information Assurance (IA) and Privacy Act (PA) training requirements
  - Serving as organization's lead for interfacing with the OMS Support Team



# OMS User Access Requirements

- The following is a summary of steps required for a user to access OMS:

Step	Action	Responsible Party
1	Have a Common Access Card (CAC)	User
2	Complete your organization's initial and recurring IA and PA Training	User
3	Submit a request for OMS access to your organization's Administrator	User
4	If approved, the Administrator will forward the following to the OMS Support Team: <ul style="list-style-type: none"><li>• DD Form 2875 specifying the user's role(s)</li><li>• Certification that the user has completed IA and PA training</li></ul>	Administrator
5	Enter user's approved organization roles and permissions in OMS	OMS Support Team
6	Provide OMS username/initial password to the user	OMS Support Team



# Summary of OMS Roles and Permissions

Roles	Permissions													
	Security Tree		Manpower					Workforce						
	View Only	Modify Tree Attributes	View Only	Create Changes	Approve Changes	Report User	Query User	View Only	Update Data	Gain	Transfer	Transfer Notification	Report User	Query User
Administrator		✖												
Position View-Only User	✖		✖			✖								
Position Manager	✖			✖		✖	✖	✖						
Position Administrator	✖				✖	✖	✖	✖						
Workforce View-Only User	✖							✖					✖	
Workforce Manager	✖		✖						✖			✖	✖	✖
Workforce Administrator	✖		✖						✖	✖	✖	✖	✖	✖



# 5 Minute Break



# Joint Staff J-1 Demonstration of OMS



# Contractor Data

- ▶ Some organizations currently maintain contractor data in their internal systems and have requested to load their contractor information in OMS
- ▶ DoD does not recognize contractor positions (billets) and they will not be established in OMS
  - Contractor information in OMS cannot be associated with position information in the system
  - **Loading contractor personnel data in OMS may increase P&R's licensing costs**
- ▶ TFP&RQ, Joint Staff J-1, and P&R IM are evaluating loading contractor information in OMS using "Person of Interest" functionality
  - Allows contractor information to be captured without linking to positions
- ▶ Currently, there is an initiative underway to collect data required for the inventory of contracts for services in an enterprise-wide system similar to the Army's Contractor Manpower Reporting Application (CMRA)





# Personnel Data

- ▶ The issue of policy around personnel data was raised during the June 19, 2012 OSD Manpower Initiative Executive Council Kick-Off Meeting
- ▶ The Executive Council emphasized:
  - The need for data standardization and expressed concerns about version control in creating multiple entries in different systems
  - Concerns about the potential to replicate personnel actions that should occur in Defense Civilian Personnel Data System (DCPDS) and the military personnel systems
- ▶ The Council tasked the Action Group to look into these issues and report back to them in September



# Manning Data

- ▶ Manning data will be required in OMS (e.g., name, Social Security Number (SSN), etc.) for manpower management and reporting
- ▶ The goal is for DCPDS and the military personnel systems to provide all required manning data to OMS
  - This will be achieved after all force structure data is loaded into OMS by building interfaces between OMS and these authoritative personnel systems
- ▶ Some organizations want to load their manning data in OMS so that they can shut down their legacy systems while interfaces between DCPDS, the military personnel systems, and OMS are being built
  - Organizations approved to load their manning data in OMS will need to work with Joint Staff J-1 on the data transfer
- ▶ Previously, we told the Working Group that we would consider modifying the Memorandum of Understanding (MOU) and interface between DMDC and Joint Staff to obtain manning data for the Components migrating to OMS
  - Resources are currently focused on preparing to migrate force structure data and upgrading to PeopleSoft version 9.1



## Next Steps

- ▶ **P&R IM Actions:**
  - Continue to work with OSD and 4th Estate organizations to prepare for and load data into OMS
  - Prepare for Action Group meeting in August and Executive Council meeting in September
  - Finalize the DTM
  - Begin working OMS DoD Instruction (DoDI) with TFP&RQ
- ▶ **OSD and 4<sup>th</sup> Estate Actions:**
  - Ensure force structure data is up to date and ready to load in OMS
  - Provide requested PEC data
  - Work with your organizations' leadership to identify primary and alternate Administrators
- ▶ **Joint Staff J-1 Actions:**
  - Continue processing the PIA & IATO for signature



# Questions?

For more information about the OSD Manpower Initiative, please see the P&R IM Website: [http://www.prim.osd.mil/init/init\\_osdmanpower.html](http://www.prim.osd.mil/init/init_osdmanpower.html)